

13 Nov-61

OGC Has Reviewed

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director (Support)  
SUBJECT : Retention and Disposition Program for Confidential Funds  
Financial Documents

1. PROBLEM

To establish a "Retention and Disposition Program for Confidential Funds Financial Documents".

2. ASSUMPTIONS

- a. That many Confidential Funds financial documents are being retained as permanent files which should have a shorter period of retention.
- b. Unless a realistic retention program and disposition standards are established covering Confidential Funds financial documents, it may be necessary to provide additional storage space in the future.

3. FACTS BEARING ON THE PROBLEM

- a. Title 44 U. S. Code 374 provides that records pertaining to claims and demands by the Government of the United States or against it, or to any accounts in which the Government of the United States is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorizations granted pursuant to the provisions of Sections 371, 372, and 373 of Title 44 until such claims, demands, and accounts have been settled and adjusted in the General Accounting Office, except upon written approval of the Comptroller General of the United States.

- b. [REDACTED] provides for an Audit Staff to perform an independent audit of all matters relating to the receipt, disbursement, and application of funds and assets available to the Agency.

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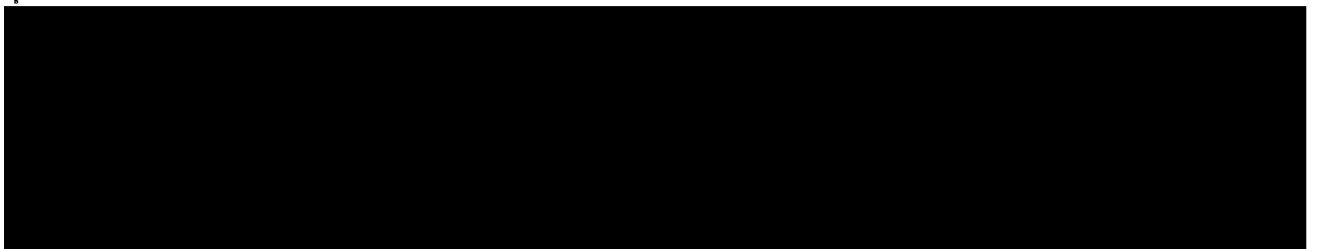
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- 2 -

- d. The General Services Administration has established various general records schedules covering the disposition of documents created and accumulated by other Government Agencies.
- e. The Finance Division established a Records Control Schedule in 1954 covering the retention period for Confidential Funds financial documents.
- f. A review of the Finance Division schedule, in conjunction with the GSA general records schedules and the disposal authority granted by the General Accounting Office for original vouchers, indicates that many documents under the Finance Division schedule are scheduled for permanent retention, whereas the GSA and GAO schedules authorize a shorter retention period for similar type records.
- g. The volume of Confidential Funds financial documents is steadily increasing each year.

#### 4. CONCLUSIONS

- a. The official Confidential Funds accounting records are maintained by the Finance Division. In order for the Finance Division to maintain these records and prepare the required financial reports, it is necessary that a large volume of documents flow into the Division.



- c. With the Audit Staff performing an independent audit of the Confidential Funds financial transactions, there is no necessity for retaining these records beyond the periods as indicated by Tab "A".
- d. The Confidential Funds Accounting records would not be required for historical or legal reasons after the retention period as proposed in the attached Tab "A".

#### 5. RECOMMENDATION

Schedule identified as Tab "A" attached indicates the proposed retention time for general class of Confidential Funds financial documents. It is recommended

- 3 -

that the retention periods indicated on Tab "A" be approved by the <sup>Deputy</sup> Director of Central Intelligence for Confidential Funds financial documents, after which, records scheduled for destruction would be destroyed.

/s/  
R. A. SAUNDERS  
Comptroller

CONCURRENCES:

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/s/ [Redacted]  
CIA Records Administration Officer

14 Nov 1961  
Date

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/s/ [Redacted]  
Chief, Audit Staff

14 Nov 1961  
Date

/s/ Lawrence R. Houston  
General Counsel

29 Nov 1961  
Date

~~/s/ [Redacted]  
Deputy Director (Support)~~

~~Date~~

The recommendation in paragraph 5. is approved.

John A. McCone  
Director

Date

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- 1 - General Counsel
- 1 - C/Finance Division
- 1 - CIA Records Admin. Officer
- 1 - Records Management Officer

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### ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: <b>COMPTROLLER</b> <b>6E-69 Headquarters Building</b>			NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. CIA RECORDS ADMINISTRATION Officer 604-1016 16th Street, N.W.		14 Nov 61	LGC	
2.				
3. Chief, Audit Staff 5B-28 Headquarters Bldg.		14 Nov 61	LEB	
4.				
5. General Counsel 221 East Building	11/14/61	11/29	<i>ELH</i>	
6.				
7. Deputy Director (Support) 125 East Building <i>1841 125-614</i>				
8.				
9. Director of Central Intelligence 221 - Admin. Building				
10.				
11. Comptroller 6E-69 Headquarters Bldg.				
12.				
13.				
14.				
15.				

I have concurred in this proposal although it seems to me to be ultra conservative and will do little toward elimination of records in foreseeable future. It seems to me that reduction of schedules for items 10 through 20 to nearer GAO-GSA schedules might well be justified.

We would have no objection to reduction to equivalent of GAO-GSA schedules if thought desirable.

/s/LRH

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